



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

March 2, 2017

Dear EPA ITS-EPA II BPA Holder:

The U.S. Environmental Protection Agency's Office of Acquisition Management, Headquarters Procurement Operations Division, Information Resources Management Procurement Service Center (OAM/HPOD/IRMPSC) on behalf of the Office of Environmental Information, Office of Information and Analysis, Information Access Division, Information Services Branch (OEI/OIAA/IAD/ISB) requests that you submit a quote in response to Task Order Request for Quotation (TORFQ) number ITS-EPA-II-RFQ-15-00157, *Envirofacts and Geospatial Information Technologies Support Task*, under GSA Schedule 70 and the EPA ITS EPA II BPA. Award will be made on a best-value basis using the procedures described in Federal Acquisition Regulation (FAR) Subpart 8.4.

The Government intends to issue a single Task Order under GSA Schedule 70 utilizing ITS EPA II BPA discounts for the purpose of acquiring this support for the Agency. The duration of this Task Order is an approximate 15 months consisting of a one-year base period and one approximate 3-month option period. A Time & Materials Task Order award is anticipated.

The vendor shall submit its written Technical Quote (not to exceed 50 pages double sided exclusive of résumés, organizational chart, labor matrix if applicable, or GSA contract copy) which demonstrates its understanding and ability to perform this requirement as specified in the attached Performance Work Statement (PWS). Submit only information necessary to demonstrate capabilities. The use of charts, tables, and other methods to facilitate brevity of quotes is preferred. For key personnel, please submit resumes that include relevant education, training and experience. In addition, submit three (3) references who can evaluate your performance on current contracts, or contracts completed not more than three years from the RFQ release date, from a customer's perspective which also demonstrates your corporate experience.

The Schedule vendor shall submit a Time & Materials Price Quote (not to exceed 10 pages double sided) with a ceiling price (per period) for this requirement. The ceiling price quoted shall include any other direct costs (ODCs) related to the performance of this requirement (see provided ODC in cost/price section). Schedule vendors shall use the price lists, labor categories and rates found within their respective GSA Schedule 70 contract that the Schedule vendor determines is necessary for successful technical performance with your ITS EPA II BPA discounts clearly identified.

An electronic and hard copy of the technical quote and price quote shall be submitted by 6:00 p.m. ET on April 30, 2015 to the Contracting Officer, Ms. Sini Jacob, at jacob.sini@epa.gov. See RFQ package for courier delivery of hard copy.

Vendor response shall be evaluated on the following factors listed in descending order of importance: Technical Approach, Personnel Qualifications, Past Performance, Corporate Experience, and Price.

If you have any questions regarding this request, please contact the undersigned via e-mail to jacob.sini@epa.gov. **Technical questions should be submitted no later than 6PM ET on April 13, 2015. Questions received after that date will not be accepted.**

Sincerely,
/s/

Sini Jacob
Contracting Officer

Attachment: TORFQ Package
Attachment: Performance Work Statement
Attachment: Quality Assurance Surveillance Plan



ENVIRONMENTAL PROTECTION AGENCY

**Envirofacts and Geospatial Information
Technologies Support Task (EGITS)**

**TASK ORDER REQUEST FOR QUOTE
TORFQ # ITS-EPA II-RFQ-15-00157**

March 31, 2015

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Envirofacts and Geospatial Information Technologies Support Task (EGITS)

Task Order Request for Quote under EPA BPA ITS-ACT II

This Task Order Request for Quote (TORFQ) for Envirofacts and Geospatial Information Technologies Support is being issued by the Environmental Protection Agency with the intent to award a Task Order under an ITS-EPA II Blanket Purchase Agreement (BPA). The terms and conditions of the Contractor's BPA and the Contractor's corresponding GSA Federal Supply Schedule (FSS) contract apply to this task, as appropriate.

___ Yes X No This task order is being issued for small business participation only in accordance with the BPA clause entitled "Notice for Small Business Participation."

1. PERFORMANCE WORK STATEMENT

The contractor shall comply with the Attachment I, Task Order Performance Work Statement (PWS).

2. CEILING PRICE

The ceiling price of this task order is **[to be inserted at the time of award]**, inclusive of the Base and Option Period for all Contract Line Item Numbers (CLIN).

3. PERIOD OF PERFORMANCE

The period of performance of this task order is as follows:

Base Period:	June 21, 2015 thru June 20, 2016
Option Period I:	June 21, 2016 thru September 30, 2016

4. CONTRACT LINE ITEM NUMBERS (CLINs)

ITEM 0001 – Base Period Support

(a) Period of Performance: June 21, 2015 thru June 20, 2016

(b) CLIN Pricing: The time and materials ceiling price of this CLIN is ***to be inserted at the time of award.**

Refer to the PWS for a description of services to be included in the pricing of this CLIN.

(c) Invoicing: Invoices shall be submitted in accordance with section 5.

(d) Inspection and Acceptance: Performance will be inspected and accepted in accordance with FAR 52.246-6, Inspection of Services—Time & Material and Labor Hour.

(e) Payment: Payment shall be made within 30 calendar days of receipt of the contractor's invoice and based on successful completion, inspection, and acceptance of the services required by the PWS as set forth in paragraph (b) above and 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

5. INVOICES – RTP FINANCE

(a) Invoices shall be prepared in original and at least one copy (unless specific otherwise), containing the following information: Task Order Number, description of commodities/services furnished, and period of performance, taxpayer ID number, and amount due.

(b) Invoices containing costs for T&M CLINS shall comply with the invoicing requirements set forth in EPAAR 1552.232-70, Submission of Invoices (JUN 1996) Alternate I (JUN 1996).

(c) Invoices shall be submitted to the address specified in block 21 of the Purchase Order.

(d) For status of invoice payments, contact the Financial Office: (919) 541-0616 (phone) / (919) 541-4975 (fax).

(e) The mailing address for invoices:

COURIER:

U.S. Environmental Protection Agency
RTP Finance Center (AA216-01)
4930 Old Page Road
Durham, NC 27703

U.S. MAIL:

U.S. Environmental Protection Agency
RTP Finance Center (AA216-01)

(f) Electronic submission, please visit: <http://www2.epa.gov/financial/contracts>

(g) Contractors interested in checking the status of payments should use the Department of Treasury's Payment Advice Internet Delivery (PAID) system. It is located on the following website and requires registration:
<http://www.fms.treas.gov/paid/index.asp>

6. OTHER DIRECT COSTS

(This applies only to CLINs issued on a T&M basis.)

Other Direct Costs (ODCs) are items which are allowable and allocable direct costs to the contract for which EPA may reimburse the Contractor. Any ODCs exceeding the micropurchase threshold of \$3,000 are not authorized unless they are on the Contractor's GSA Federal Supply Schedule. ODCs and their respective ceilings will be set forth in the task order award document.

7. APPROVAL OF CONTRACTOR TRAVEL

(This applies only to CLINs issued on a T&M basis.)

(a) Unless exempted from the advanced approval requirements (see paragraph (b) below), any contractor travel which may be directly charged to the contract must be authorized in advance by the TOCOR. Travel shall be authorized under this contract only when the travel is required to provide a direct service or specific product to the Government that is identified in the Performance work statement. The Contractor shall identify the need for travel and shall clearly identify in an accompanying narrative the relationship of the travel to the direct service required by the Government. Unless/until the TOCOR specifically approves the travel, the Contractor shall not bill the EPA for any travel costs incurred. Travel and associated costs for such travel (lodging, per diem, and incidental expenses) shall be allowable only in accordance with the limitations of FAR 31.205-43 and FAR 31.205-46.

(b) The advance approval of travel covered in this clause does not apply to local transportation. Local transportation, for this task order, is defined as travel within 100 miles from the Contractor personnel's assigned work location for performance of the contract that does not involve an overnight stay.

(c) To obtain the approval for travel, the Contractor shall submit a separate written request (via email) to the TOCOR for each instance of travel for the Contractor (including subcontractors/consultants) that is contemplated as a direct charge under the task order. The request shall include (at a minimum) the following information:

(1) Individual(s) traveling. Identify position and affiliation as a Contractor/subcontractor employee or authorized consultant.

(2) Description of circumstances necessitating the travel. Identify the tasks that will benefit from the travel and detail the correlation of the travel to the requirements of the Performance work statement.

(3) Identify the estimated cost and include a cost breakdown. Explain why this is the most cost effective means to fulfill the Performance work statement requirements.

(d) For approved travel, the Contractor shall be reimbursed for allowable and allocable travel costs actually incurred by and paid to the Contractor's employees, provided such costs do not exceed the amount that would be payable to an employee of the Environmental Protection Agency conducting the same travel while on Government business. In determining the dollar value of allowable contractor employee travel costs, the limitation of the Federal Travel Regulations effective on the date of travel will apply to contractor employees to the same extent they apply to Federal Government employees.

(e) The Contractor may be required to furnish to the Contracting Officer documentary proof of every travel expenditure that exceeds twenty-five dollars (\$25), including receipts for common carrier transportation expenditures. Bona-fide lodging receipts may be required to be submitted by the Contractor along with the monthly invoices.

(f) The Contractor may elect to reimburse its employees for meals and incidental expenses (as defined in the Federal Travel Regulations) on a per diem basis, and the Contractor will be reimbursed for such payments. In no event shall the reimbursement allowed under this provision exceed the standard per diem for meals and incidental expenses allowable under the Federal Travel Regulations.

(g) To the maximum extent practicable consistent with travel requirements, the Contractor agrees to use the reduced air transportation and hotel/motel rates and services provided through available Government discount air fares and lodging rates for bona-fide employees' travel that is otherwise reimbursable as a direct cost pursuant to this contract when use of such rates results in the lowest overall cost. The Contractor shall submit request, including pertinent information, for specific authorization to use these rates to the Contracting Officer.

(h) While on travel, Contractor personnel shall clearly identify corporate affiliation at the start of any meeting. While attending EPA-sponsored meetings, conferences, symposia, etc. or while on a Government site, Contractor personnel shall wear a badge which identifies the individual as a Contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia, etc.

8. MONTHLY REPORT

(a) The Contractor shall furnish one (1) electronic copy each, to the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO), of the Monthly Financial and Task Progress Report.

(b) The report shall specify financial detail for the task order labor, and include the following information:

(1) For the current reporting period, display: a list of prime contractor employees and each subcontractor employee and their respective labor categories, expended labor hours for the current invoicing period, and the cumulative hours expended by each individual by Contract Line Item Number (CLIN) and task area. For subcontractor employees, also indicate the subcontractor company for which they are employed;

(2) When requested by the CO or other authorized representative, the Contractor shall provide copies of individual daily job timecards or other documentation requested by the Government.

(c) The report shall be submitted, via email, to the following addressees on or before the 20th of each month or prior to submitting the current reporting period invoice for payment, whichever is earlier. Distribute reports as follows:

No. of copies	Addressee
One (1) copy	TOCOR
One (1) copy	Contracting Officer

9. CONTRACT ADMINISTRATION REPRESENTATIVES

Contract Specialist(s) responsible for administering this contract:

Contracting Officer:

Sini Jacob
USEPA Headquarters
Ronald Reagan Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington, DC 20460
Office: (202) 564-3054
Email: jacob.sini@epa.gov

Contracting Officer Representative(s) for this contract:

Task Order Contracting Officer Representative (TOCOR):

TO BE IDENTIFIED AT TIME OF AWARD

Alternate Task Order Contracting Officer Representative(s) (ATOCORs):

TO BE IDENTIFIED AT TIME OF AWARD

10. TASK ORDER SPECIAL TERMS AND CONDITIONS

10.1 Notice of Clauses Incorporated by Reference

The following clauses are pertinent to this task order and are hereby incorporated by reference:

FAR - Federal Acquisition Regulation (48 CFR Chapter 1):

52.217-8	NOV 1999	Option to Extend Services <i>Fill in: 30 calendar days prior to the expiration of the current period</i>
52.217-9	MAR 2000	Option to Extend the Term of the Contract
52.222-2	JUL 1990	Payment for Overtime Premiums*
52.227-14	DEC 2007	Rights in Data – General
52.232-7	FEB 2007	Payments under Time-and-Materials and Labor-Hour Contracts
52.245-9	AUG 2010	Use and Charges
52.246-6	MAY 2001	Inspection – Time-and-Material and Labor-Hour
52.252-6	MAY 2001	Authorized Deviations in Clauses

Fill in: (b) EPAAR, 48 CFR Chapter 15

** This clause is pertinent to CLINs issued on a T&M basis and will be included in those CLINs at the time of issuance, if applicable.*

EPAAR - Environmental Protection Agency Acquisition Regulation (48 CFR Chapter 15):

1552.203-71	AUG 2000	Display of EPA Office of Inspector General Hotline Poster
1552.208-70	DEC 2005	Printing
1552.209-71	MAY 1994	Organizational Conflicts of Interest Alternate I
1552.211-75	APR 1984	Working Files
1552.211-79	OCT 2000	Compliance with EPA Policies for Information Resources Management
1552.223-71	MAY 2007	EPA Green Meetings and Conferences
1552.232-73*	OCT 2000	Payments —Fixed-Rate Services Contract
1552.235-70	APR 1984	Screening Business Information for Claims of Confidentiality
1552.235-71	APR 1984	Treatment of Confidential Business Information
1552.235-79	APR 1996	Release of Contractor Confidential Business Information
1552.235-80	OCT 2000	Access to Confidential Business Information
1552.237-71	AUG 2009	Technical Direction
1552.237-76	JUN 1999	Government-Contractor Relations
<i>Fill in: (e) (1): 3 calendar days</i>		
<i>(e) (2): 3 calendar days</i>		

** This applies only to CLINs issued on a T&M basis.*

10.2 Option to Extend the Effective POP

EPAAR 1552.217-75 Option to extend the effective period of the contract—time and materials or labor hour contract.

OPTION TO EXTEND THE EFFECTIVE PERIOD OF THE CONTRACT—TIME AND MATERIALS OR LABOR HOUR CONTRACT (APR 1984)

(a) The Government has the option to extend the effective period of this contract for 1 additional period(s). If more than sixty (60) days remain in the contract effective period, the Government, without prior written notification, may exercise this option by issuing a contract modification. To unilaterally exercise this option within the last 60 days of the effective period, the Government must issue written notification of its intent to exercise the option prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option.

(b) If the option(s) are exercised, the "Ceiling Price" clause will be modified to reflect a new and separate ceiling price of \$TBD for the first option period.

(c) The "Effective Period of the Contract" clause will be modified to cover a base period from June 21, 2015 to June 20, 2016 and option period from June 21, 2016 to September 30, 2016.

(End of clause)

10.3 Key Personnel (EPAAR 1552.237-72) (APR 1984)

(a) The Contractor shall assign to this task order the following key personnel:

Program Manager

Geographical Information System Data Management Expert

Geographical Information System (GIS) Lead/System Architect

Geographical Information Application Expert

Senior Application Expert

Senior Database Expert

Senior Collaboration Software Expert

NAMES TO BE INSERTED AT TIME OF AWARD

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

10.4 Tax

The Federal Government is exempted from paying state and local taxes. The tax exempt number is 52-085-2695.

10.5 Clauses Incorporated by Reference (FAR 52.252-2) (FEB 1998)

The resulting order incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

http://www.ecfr.gov/cgi-bin/text-idx?SID=d8c80ff9dc0fe7177ea344f1a9c16561&tpl=/ecfrbrowse/Title48/48cfr1552_main_02.tpl

11. INSTRUCTIONS, CONDITIONS, AND NOTICES TO VENDORS

11.1 Type of Contract (FAR 52.216-1) (APR 1984)

The Government contemplates award of a Time-and-Materials (T&M) task order.

11.2 Anticipated Award Date

For quote preparation purposes, contractors may assume a transition start date of June 21, 2015.

11.3 Technical Questions

Contractors must submit all technical questions concerning this solicitation in writing to the Contract Specialist at jacob.sini@epa.gov. EPA must receive the questions no later than April 13, 2015 6:00 PM ET. EPA will answer questions which may affect quotes in an amendment to the solicitation, with the exception of questions requesting EPA's preference in vendors' responses to the TORFQ. EPA will not reference the source of the questions.

11.4 Other Quote Information

This section provides additional information on the task order requirements, period of

performance, key personnel, COI, etc.

On-site Contractor Support

☐ Yes ☒ No The task order requires on-site contractor support.

Government Furnished Space or Property

☐ Yes ☒ No The task order involves the provision of government space.

☐ Yes ☒ No The task order involves the provision of GFP.

Additional Progress or Financial Reporting

☐ Yes ☒ No The task order requires additional progress or financial reporting.

Period of Performance (POP)

☒ Yes ☐ No The task requires services beyond one year.

See section 3. Period of Performance.

Key Personnel

☒ Yes ☐ No The task will specify specific positions that are considered key.

11.5 Submission Instructions and Requirements

Vendors shall comply with the following instructions for preparing their Task Order Quote. Failure to do so may result in the Vendors' quote being considered non-compliant with the terms and conditions of their BPA.

11.5.1 General Requirements

This procurement is being conducted in accordance pursuant to FAR 8.4. These instructions are provided for the development of a clear, concise, and coherent quote. Vendors are urged to prepare a quote which is specific and sufficiently detailed to allow a complete evaluation of your method for satisfying the requirements set forth in the Performance work statement.

11.5.2 Organization.

Vendors are advised to supply all information in the sequence and format specified below. Vendors' quote(s) and supporting documentation must provide sufficient basis for a thorough evaluation. It is suggested that the quote be placed in binders with dividers clearly indicating each factor set forth below. Each of these sections is linked to the corresponding evaluation criteria detailed in the Evaluation Criteria section of this TORFQ.

11.5.3 Charts

Vendors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts, wherever possible, through the charts, lists, matrices, diagrams, tabulations, etc. Type size limits do not apply to charts provided they are clear and easily readable.

11.5.4 Format

Vendors shall submit one (1) electronic and one (1) original (i.e., printed hardcopy) of quotes in two separate volumes as follows:

Volume I: Technical Quote
Volume II: Price Quote

Each volume shall also be contained on a CD to be submitted with the hardcopy version. Separate discs for each volume are not required. Vendors shall also submit an electronic, editable version (i.e., Word, Excel) of each volume of the quote to the Contracting Officer at jacob.sini@epa.gov.

11.5.5 Page Limitations

The page limitations of the Vendors' quote, containing all volumes, are set forth below:

ITS-EPA II Vendor Quote	Page Limit
Volume I: Technical Quote	50
Volume II: Price Quote	10

All pages shall consist of 8 ½" x 11" paper, using no less than 12 point font and no less than 1" margins. Pages shall be double-sided with each side counting as one page. Type size limits do not apply to tables and figures provided they are clear and easily readable. The following items are excluded from above stated page limitation: letters of transmittal, cover page, table-of-contents, dividers, pages left intentionally blank, contractor certifications, resumes, and letters of intent. Additionally, pages or sections marked "Duplicated for ITS-EPA BPA II" do not count in the page limitation. However, resumes shall not exceed 2 pages for each individual and are required for each individual proposed as "Key Personnel". Foldout pages used to display any information, including tables, diagrams, milestone schedules, etc. or text in paragraph form, are counted as 2 pages; foldout pages with information printed on both the front and back of the page will be counted as 4 pages. All pages contained in the quote, included the foldout pages, will be considered and counted in the total number of 8 ½" x

11 pages, even if the text or figure does not cover a full page. Vendors are strongly encouraged to be as succinct and as clear and concise as possible in writing the technical quote and adhering to the page limitations set forth in this TORFQ. In the event a Vendor exceeds the specified page limit for the technical quote, the Government will remove excess pages from the back of the volume and they will not be evaluated. Each section of the quote shall stand on its own merits without reference to any other section. No cost information shall be submitted in any other volume other than Volume II.

11.5.6 Notation

Each page submitted as part the Vendor's quote for technical and price volumes shall indicate the TORFQ Number: ITS-EPA II-RFQ-15-00157.

11.5.7 Due Date and Time

Email submissions of the complete quote (Volume I, and II) must be submitted by 6:00 PM ET on April 30, 2015. Hardcopy and CD versions of the complete quote must be received in the designated Government office via courier by 6:00 PM ET on April 30, 2015.

11.5.8 Designated Government Office

Sini Jacob
Ronald Reagan Building
1300 Pennsylvania Ave., NW
Room # 71207
Washington, DC 20004
202-564-3054
jacob.sini@epa.gov

11.6 Quote Instructions

11.6.1 Technical Quote

The technical quote shall be written to include the following sections:

Cover Letter / Table of Contents/Certifications

This section shall include a cover letter, a table of contents identifying the major sections of the technical quote. Vendors shall also briefly (in no more than one sentence) state their socio-economic status in their cover letter. Certifications from Attachment III shall be completed and included in this section.

Technical Approach

Vendors shall provide a clear and concise narrative description, not-to-exceed 50 pages of text, which addresses their knowledge to meet the technical requirements for the tasks described in the Performance Work Statement.

The approach shall demonstrate a thorough understanding of the technical requirements of the specified tasks and shall concisely and accurately discuss the nature of the services to be performed, including how work involving multiple sites, EPA customers, and other support contractors will be coordinated. The approach shall describe the Vendors' plan for incorporating customer and stakeholder input and review throughout the task order lifecycle. Vendors shall demonstrate that their proposed approach reflects a significant understanding of the program's objectives, operating environment and constraints, and relationship of information and IT to those objectives. The approach should be detailed, workable, technically sound, logistically appropriate, and efficient.

Staffing Approach

Vendors shall describe their staffing approach for Key Personnel, including resumes for proposed Key Personnel, letters of intent, any specialized expertise, and their experience in projects of similar size, scope, complexity, and results. Vendors shall demonstrate their ability to select, provide, maintain, and retain appropriate personnel, staffing levels, both in number and expertise, and necessary technical skills throughout the life of the task order. The Vendor's retention plan should specify in detail their corporate approach to retention of employees, including a detailed description of all employee benefits and incentives. The Vendor should identify any continuous training provided to employees. The Vendor shall provide personnel that meet the experience requirements and are appropriate to the assigned tasks. The Vendor shall also indicate the percentage of time each Key Personnel is available to devote to this task order in relation to other assigned duties. For all proposed labor, including those not identified as "Key," the Vendor shall provide a description of the proposed labor categories, including the required education, experience, and/or qualifications for each category, by CLIN.

Past Performance & Corporate Experience

In this section, the contractor shall provide three (3) past performance references of similar size, scope, and complexity to this procurement which shall also serve for evaluation of corporate experience. Past Performance references shall be for contracts/Orders no greater than 3 years old. Vendors may provide information on awards or other indications of achievement and information on problems encountered and corrective actions taken on the identified contracts and subcontracts. The Government reserves the right to include past performance information obtained through other sources, such as Government databases of past performance information, as part of the evaluation.

Note: If a Vendor plans on submitting a quote, they are invited to submit their past performance information prior to submitting their quote. However, this information should also be submitted with the official quote. If a Vendor does not submit the past performance information required, and EPA becomes aware that the contractor, in fact, has relevant past performance history, the contractor may be deemed ineligible for award.

If a teaming arrangement is proposed, each firm in the teaming arrangement will be evaluated on its past performance. In the case of a teaming arrangement where the entity is relying on the experience of personnel, partners on the team, or a major

subcontractor, the Vendor must clearly explain "whose" experience, and "how" that experience is relevant to the effort required under the Performance Work Statement

At a minimum, the Vendor shall provide the following information for each reference:

- a narrative explaining the details of the work performed and how they relate to this procurement in terms of size, scope, and complexity to the effort required by the PWS that it has performed for Federal, State and local governments, and commercial businesses.
- Name of contracting activity (include address, phone number & fax number)
- Point of Contact (name, title, telephone number, e-mail address) for technical performance
- Contract number.
- Contract title.
- Contract type.
- Total contract value.
- Dollar value of relevant work if different than Total Contract Value. Include the name of project and contract number.
- Period of performance.
- Specify, by name, any key personnel who participated in this contract and are proposed to support the task order resulting from this TORFQ. Also, indicate their contractual roles and duration and extent of involvement in those contracts.
- Administrative Contracting officer, telephone number, and E-mail address (if available).
- Program manager/Project Officer, telephone number, and E-mail address (if available).
- List of subcontractors (if applicable).

In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the vendor will not be evaluated favorably or unfavorably (i.e. will receive a neutral rating); however, references demonstrating corporate experience are required.

11.6.2 Price Quote

The Price Quote shall be written to include the following sections:

Cover Page

This section shall include the Vendors' corporate name, address, phone, fax,

DUNS, TIN, GSA Schedule contract number, BPA number, point of contact (POC) name, POC title, POC phone, and POC email address.

Section I - Price Quote

Vendors shall submit a written price quote by the date and time indicated in this TORFQ. All pricing and terms of this purchase will be governed by the Vendors' GSA Schedule 70. The Vendor's submission must identify its GSA Schedule Contract number and expiration date of the GSA contract.

Vendors are encouraged to offer price discounts. When discounts are offered, quotes must identify both the GSA Schedule 70 contract number and the discounted rate for each labor category being discounted. In addition, the price quote shall detail the following elements for each CLIN:

- All proposed items not on the Vendor's GSA Schedule contract (i.e., Open Market Items)
- All proposed Other Direct Costs (ODCs)
- Source of pricing for all costs, including the GSA contract number, SIN, and uniform resource locator (URL) to access the pricing information on-line

Section II - Assumptions and Conditions

This section shall describe any assumptions and conditions on which the Price Quote is based.

Section III – Wage Determinations

If Vendors propose any labor categories subject to the Service Contract Act, the Vendor shall identify those labor categories and provide the applicable wage determination number and a certification that the wages paid to these employees are at least the prevailing rates and fringe benefits as set forth on the following site, respective to the applicable geographical location: <http://www.wdol.gov/sca.aspx>

11.6.3 Contractor Teaming Arrangements

EPA is neutral (neither positive nor negative) regarding teaming arrangements. Vendors may propose a teaming arrangement in accordance with GSA's guidance on Contractor Teaming Arrangements (CTA), found at www.gsa.gov/contractorteamarrangements, and FAR Part 9.6, Contractor Team Arrangements. If Vendors propose a teaming arrangement, they shall also include a GSA Schedule Contractor Teaming Arrangement (CTA) document in accordance with GSA's "Elements of a CTA Document" found at <http://www.gsa.gov/portal/content/202253>. The CTA shall designate a primary team contractor to be responsible for communications with the EPA and receiving technical

direction. EPA will evaluate the proposed technical solution in accordance with section "Evaluation Criteria." In the case of a teaming arrangement, contractor-specific information (i.e. Past Performance, Staffing, Price) will be evaluated on a total solution basis, as the collaboration of contractor-specific information from each contractor will be combined into one solution and evaluated as the total solution for the quote.

11.7 Evaluation Criteria

The Government will award the Federal Supply Schedule Delivery Order based on "Best Value" methodology using the following evaluation factors in accordance with FAR Part 8. For this requirement, all evaluation factors other than price, when combined, are significantly more important than price. The evaluation criteria are listed in descending order of importance.

Each quote submitted shall be reviewed, evaluated, and rated in accordance with the below five Technical Evaluation Factors according to the following:

US Environmental Protection Agency ratings focus on the ability of the Vendor to accomplish the goals outlined in the PWS as well as strengths and weaknesses demonstrated in the Vendor's technical plan. Ratings will be assigned to each technical quote by the reviewer(s) based on the criteria above. In the case of more than one reviewer, the ratings will be assigned by consensus.

Adjectival Rating	Description
Exceptional	Greatly exceeds all minimum requirements of the criteria; has a high probability of success; contains no weaknesses or deficiencies.
Good	Exceeds all the minimum requirements of the criteria; has an above average probability of success; contains no significant weaknesses and only minor, correctable weaknesses exist.
Acceptable	Meets all the minimum requirements of the criteria; has an average probability of success; no significant weaknesses and any deficiencies can be readily corrected.
Marginal	Fails to meet one or more of the minimum requirements of the criteria; low probability of success; major weaknesses and/or significant

	number of deficiencies exist.
Unacceptable	Fails to meet any of the minimum requirements of the criteria; proposal needs major revisions; very low probability of success.

11.7.1 Technical Factors

The evaluation criteria are listed in descending order of importance.

1) Technical Approach: The government will evaluate the information provided via the Vendor-provided narrative to determine the extent to which the Contractor has demonstrated a technical approach that meets the project objectives as stated in the Task Order (TO) Performance Work Statement (PWS). Evaluation will be based on information pertaining to technical approach, and specifically focus on the breadth, depth and scope of your knowledge and understanding of the requirements of this project including, but not limited to:

- Clearly outlining the Vendor's project plan and methodology including creativity and thoroughness shown in understanding the objectives of the PWS and specific tasks, and planned execution of the project.
- Clearly detailing demonstrated expertise and experience in the PWS tasks including evidence of specific methods and techniques for completing each discrete task.
- Clearly detailing demonstrated success in achieving project goals especially in the management of resources and materials, managing cost and time budgets, anticipating and mitigating risks, and coordinating client interactions; the ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.
- Degree to which the vendor's quote demonstrates an understanding of logistics, schedule, and any other miscellaneous issues in which the Government should be aware.
- Quality and effectiveness of the allocation of personnel and resources.

Each task must be addressed completely, and provide an indication of thorough understanding of the task. Brochures or other promotional information are not desired. Clarity and completeness are essential. Data previously submitted, or presumed to be known. (i.e., information from capability statements) will not be considered as part of the quote unless the Vendor provides data in the quote. **The Government will only consider information submitted in the quote.**

2) Personnel Qualifications: Vendors will be evaluated on the degree to which they clearly demonstrate an effective staffing approach commensurate with the requirements of the project and the quoted technical plan that will ensure a high probability of success

while ensuring cost and time efficiencies. Vendors shall describe the staffing approach in the technical portion of the quote and also provide resumes for key personnel. The contractor shall provide personnel that meet the experience requirements listed in the PWS and are appropriate to the described tasks. At a minimum, EPA will look for the following:

- Demonstrated qualifications for the listed key personnel descriptions.
- Demonstrated knowledge, experience and expertise in the suite of software and applications.
- Staff members with valuable, high-quality work in this field.
- A dedicated Program Manager per the PWS.

3) Past Performance - Quotes will be evaluated based on past performance information presented in their quotes, on information obtained by contacting the Vendors' supplied references, and/or on information obtained from other sources of past performance information as determined useful and relevant by the Government. Quotes will be evaluated on the extent to which they show relevant performance and likelihood of success in meeting the Government's requirements as identified in the PWS. Every attempt will be made to ascertain meaningful past performance information on which Vendors' prior performance can be evaluated. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure the best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration.

In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the vendor will not be evaluated favorably or unfavorably (i.e. will receive a neutral rating).

4) Corporate Experience- Vendors will be evaluated on the degree to which they clearly demonstrate the following:

- The organization's history of successful completion of projects; history of producing high-quality work, reports and other deliverables; history of staying on schedule and within budget.
- The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.
- The organization's specific past performance on prior similar efforts specified within this PWS.

Vendors shall reference and demonstrate their corporate experience in the technical portion of the quote.

11.7.2 Price Factor

In accordance with FAR 8.4, EPA will evaluate and make an award based on the

solution providing the "best value" to the Government. "Best value" will be determined by a trade-off between a combination of EPA's evaluation of the technical factors and overall price. In making this comparison, the Government is more concerned with obtaining superior technical and management capabilities than with making an award at the lowest overall cost to the Government. All price quotations shall be evaluated for price reasonableness for the requirements identified in this task order and compared to the quoted technical approach. Price will not receive a weighted score; rather it will be used to determine a successful quote. In the event the submissions become equal in technical merit, price becomes more important.

11.8 Representation of Limited Rights Data and Restricted Computer Software (FAR 52.227-15) (DEC 2007)

(a) This solicitation sets forth the Government's known delivery requirements for data (as defined in the clause at 52.227-14, Rights in Data—General). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data—General clause at 52.227-14 included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data instead. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

Refer to the section entitled "Representation of Limited Rights Data and Restricted Computer Software" of Attachment VII, Contractor Certifications, for the representation certification.

11.9 Provisions Incorporated by Reference

The following provisions are pertinent to this solicitation and are hereby incorporated by reference:

FAR - Federal Acquisition Regulation (48 CFR Chapter 1):

52.217-5	JUL 1990	Evaluation of Options
52.252-5	APR 1984	Authorized Deviations in Provisions
Fill in: (b) EPAAR, 48 CFR Chapter 15		

EPAAR - Environmental Protection Agency Acquisition Regulation (48 CFR Chapter 15):

1552.209-70	APR 1984	Organizational Conflicts of Interest Notification
1552.209-71	MAY 1994	Organizational Conflicts of Interest Alternate I

1552.209-73	MAY 1994	Notification of Conflicts of Interest Regarding Personnel
1552.233-70	JUL 1999	Notice of Filing Requirements for Agency Protests

12. ATTACHMENTS

Attachment I

Performance Work Statement (PWS)

ATTACHED VIA SEPARATE DOCUMENT

Attachment II

Agency Security Requirements for Contractor Personnel

March 30, 2014

Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility¹ for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved; favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c.

¹ A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
 - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
 - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
 - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
 - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.

- b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.
- c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay contractor employees' start date. Instructions and the portal link will be provided upon contract award.
- d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

- a) Before the contractor employee can begin work on-site at the EPA:
 - i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
 - ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
 - iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
- b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.
- c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
 - i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
 - ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
 - iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages as directed by the EPA.
 - iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
 - v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
 - vi) Receive favorable fingerprint results.
- d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor

employees may work on-site at EPA while OPM conducts the background investigation.

- e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.
- f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.
- g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

- a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.
- b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.
- c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

Attachment III
Contractor Certifications

CONFLICT OF INTEREST CERTIFICATION

Except as noted elsewhere in the company's response to this TORFQ, the Performance work statement of this task order does not involve any real, apparent, or potential conflict of interests relating to the Contractor's on-going or past performance of related activities. As a result, contractor activities will not affect the contractor's judgment and objectivity in performing the contract. If the Contractor becomes aware of information bearing on whether a conflict may exist, the Contractor shall provide a disclosure statement describing this information.

(Signature of Person Authorized to Sign the Submission)

Date

(Printed or Typed Name of Above Person)

Company Tax Identification Number

Business Size

REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE

(b) By completing the remainder of this paragraph, the Contractor represents that it has reviewed the requirements for the delivery of technical data or computer software and states [*Contractor check appropriate block*]

☐ (1) None of the data proposed for fulfilling the data delivery requirements qualifies as limited rights data or restricted computer software; or

☐ (2) Data proposed for fulfilling the data delivery requirements qualify as limited rights data or restricted computer software and are identified as follows:

(c) Any identification of limited rights data or restricted computer software in the Contractor's response is not determinative of the status of the data should a task order be awarded to the Contractor.

Attachment IV
Quality Assurance Surveillance Plan
(QASP)

ATTACHED VIA SEPARATE DOCUMENT